



MONTANA SCHOOL *for the* Deaf & Blind
Foundation, Inc.
Job Profile

Position Title: Executive Assistant
Part-time: 20 hours per week, flexible schedule
FLSA Status: Non-exempt
Job Status: Part-time to 20 hours/week

Work Address: 3911 Central Avenue,
Great Falls, MT 59405
Phone: 771-6000

Employer Paid Benefits: Federal OASDI and
Medicare, and 20 hours vacation leave the first year

Salary Range: \$11.00/hr to \$14.54/hr
depending on training and experience

The mission of the MSDB Foundation is to Benefit children and youths with vision or hearing impairments who are students of, or served by, the Montana School for the Deaf and Blind. The Foundation will achieve its mission of benefiting children with vision or hearing loss by directing support toward the following goals:

- **Serve as ambassadors** for the School.
- Actively **work to increase the Foundation Funding.**
- **Be good stewards of the Foundation's funds** and human capital.
- **Partner with MSDB to implement the School's strategic plan** providing supplemental support for the enhancement of student education and social development.

Overall Purpose of the Position

The overall purposes of this position are to ensure: the business and communication operations of the Foundation office are efficient and effective, board members and committees are supported to develop and complete their responsibilities, and to promote the mission of the Foundation through contact with the school's constituents and patrons.

The Executive Assistant serves as the primary administrative support for the Foundation Board. The predominant duties of this position involve managing the day to day operating functions of the Foundation office and providing organizational support for the standing committees and board members. An important function of this position is assisting the members of the standing committees to develop and carry out action plans from the Foundation's overall strategic plan. Another important function of the position is facilitating communication between board members, standing committees, the board and school staff, and the board and the school community including constituents of the school as well as supporters of the school and patrons of the Foundation.

Major Duties or Responsibilities	% of Time
<p>1. Manages the day to day operation of the Foundation Office.</p> <ul style="list-style-type: none"> • Works collaboratively with school staff and contracted grant writers to support applications for funding from outside sources. • Establishes, maintains, purges files as required for Foundation business and correspondence in a manner that ensures proper storage and easy retrieval of information. • Organizes, maintains and distributes monthly schedules of Foundation activities and Board meetings. • Work with the Board president and committee chairs to provide the Board with regular communication and updates on committee activities. • Works with the Board President and committee chairs to schedule and notice meetings, prepare agendas and disseminate agenda packets. • Works with school staff to schedule and prepare rooms for Board and committee meetings held on campus. • Takes notes, transcribes and disseminates minutes for Board and committee meetings. • Makes travel and hotel accommodations for Board members and processes expense vouchers. • Analyzes, evaluates and determines to whom verbal or written correspondence shall be referred. • Maintains and updates databases for constituent and donor addresses and contact information. • Collects and receives all incoming mail and processing and distributing all outgoing mail on and off campus. • Answers phone calls and responds to Foundation e-mail, provides accurate information, and refers questions to appropriate Board members or school staff in a timely manner. • Opens, reviews, sorts and distributes incoming Foundation mail. • Greets visitors and directs them to appropriate school staff • Verifies receipts for bank deposits. • Follows school policies and protocols to ensure the Foundation office, campus facilities, and the information technology network are secure. • Acknowledges all donations with the proper thank you correspondence. • Provides information to, and serves as a point of contact with contracted accounting services to complete quarterly and annual tax reports and financial audits. • Assists contracted grant writers with all grant applications including proper documentation and reports. • Orders necessary office supplies. 	50%

2. Supports Board member and Committee work to help ensure the mission of the Foundation is achieved.

- Assists with research and participates in the development of Foundation policies and operating procedures.
- Provides assistance with Board and committee communications.
- As directed by the Board, follows up on requests and commitments made at meetings.
- Has a working knowledge of the Foundation budget and budget process including all line items and functions.
- Assists the Board president and committee chairs with preparation of action plans and reports.
- Exercises executive responsibility as requested by Foundation officers.
- Assists the Development Committee to identify fundraising targets and fundraising activities.
- Assists the Development Committee and contracted services to identify grant and funding sources.
- Researches and develops donor lists.
- Works with the Public Relations Committee to facilitate the development and distribution of publications, media and training presentation aids.
- Assists the Nominations Committee in cultivating, recruiting and maintaining a list of strong candidates for the Board.

25%

3. Promotes the mission of the Foundation through advocacy and communication with constituents and patrons.

- As directed by the Board, attends meetings and events as a representative and spokes person for the Foundation.
- Works with the report of annual contributions for acknowledgement in the School newsletter and the yearly accounting audit.
- Assists the Public Relations Committee with the development and implementation of public relations and marketing strategies for the Foundation.
- Interacts with the School staff and students to keep Foundation accomplishments in front of those who benefit from the work of them Board.
- Works with the Board to develop and sustain a board member ambassador program.
- Works with Board members to develop speaking opportunities in their home communities and communities across the state.

25%

Job Complexities	
<p>This position provides a high level of administrative support for the Board to ensure that the operations of the Foundation office run smoothly. Examples of the types of problems solved, decisions made or procedures followed when performing the most frequent duties include:</p> <ul style="list-style-type: none"> • Actively participating in the research and development of Foundation policies, operating procedures, and grant applications. • Developing Board communications and public relations media and materials. • Assisting the officers and standing committees with the organization and prioritization of work to maintain efficiency and progress toward the development, implementation, and completion of objectives and action plans. • Provides accurate information and works to maintain the integrity of relationships between the Foundation, constituents and donors. • Maintains confidentiality and practices discretion and judgment with sensitive information which, if not handled correctly, could result in negative public image from staff, constituents and donors. <p>Manuals or written established procedures applicable to the Foundation and this position.</p> <ul style="list-style-type: none"> • Federal regulations for 501 C3 organizations • MSDB Foundation New Directors Handbook • MSDB Policy Manual and Personnel Handbook • Administrative Rules of Montana • Agreement between the Board of Public Education and the MSDB Foundation, Inc. • Articles of Incorporation and Bylaws of the MSDB Foundation, Inc. 	
Minimum Qualifications	
<p><u>Required knowledge, skills and abilities:</u></p> <ul style="list-style-type: none"> • Knowledge of office practices and procedures • Ability to organize and prioritize work tasks • Skills in a variety of word processing and data management software to create, format, modify, edit and print a variety of correspondence and spreadsheets • Ability to communicate effectively verbally and in writing • Knowledge of filing procedures, proofreading, and general office management • Ability to work independently and think critically to solve problems • Ability to maintain effective working relationships with Board members, school staff and constituents, donors and the general public • Ability to operate a desktop computer, multi-line telephone, audio visual equipment, copiers, FAX machines and other office equipment <p><u>Preferred knowledge, skills and abilities:</u></p> <ul style="list-style-type: none"> • Knowledge of grant writing processes • Knowledge of financial reports • Knowledge of non profit organizations and applicable federal regulations • Knowledge of principals of marketing for nonprofit organizations 	

Education and Experience:

This position requires five years of experience and/or education in non-profit, public, or business administration, administrative assistant training, mass communications, media studies, or professional writing.

Expected Work Behaviors and Core Competencies:**Communication**

- Demonstrate effective written and verbal communication
- Provide accurate information and maintain professional attitude
- Share critical information with staff while maintaining confidentiality in a tactful manner
- Listen to and communicate with others in a positive, nonjudgmental and thoughtful manner

Relationship Building

- Be committed, dedicated, loyal, accountable, positive and enthusiastic to students, staff and general public
- Adjust our working style to best meet the needs and abilities of the students and staff we serve while accepting new responsibilities and relying on flexibility to accomplish tasks

Personal Effectiveness

- Be open to suggestions from others and willing to adapt to meet the needs of the school
- Use common sense and logic to solve problems
- Share and communicate work related information and knowledge with appropriate people
- Manage time to meet daily responsibilities in a productive manner while working cooperatively with the Board and school staff to meet the needs and goals of the Foundation

Ethics

- Treat others with respect and fairness in a tactful, trustworthy and nonjudgmental manner while maintaining accountability in all levels of the position
- Work cooperatively while maintaining integrity within the work environment

Other Important Job Information:

The Executive Assistant may have access to confidential or sensitive information about students, parents, or donors and must be knowledgeable about Family Educational Rights and Privacy Act.